# Salem County Board of Taxation

January 15, 2014, 8:30 AM ~ Regular Meeting Agenda



# MEETING CALLED TO ORDER IN TAX BOARD OFFICES AT FIFTH STREET OFFICE COMPLEX, 110 FIFTH STREET, SUITE 300, SALEM, N.J., 08079

Adequate notice pursuant to the Open Public Meeting Act has been given of this meeting.

By forwarding notice to the South Jersey Times newspaper company and Elmer Times newspaper company;

By posting notice thereof in the Salem County Board of Taxation office and on the Salem County Tax Board Website @salemcountynj.gov;

By posting notice in the offices of the Salem County Clerk.

ROLL CALL:	Steven Caltabiano
	Brenda Hall
	Christopher Connor
	Charles D. Sparks, Jr.
	Angela Susan Voros

### **MINUTES**

The Meeting Minutes for December are presented for review and approval.

#### **GENERAL CORRESPONDENCE**

Review of Division of Taxation correspondence relating to the latest Ethics requirements for County Tax Board Commissioners and Board employees.

- Sign off of Receipt acknowledging new Ethics info received and reviewed.
- Completion of Outside Activity Questionnaire.

#### ADMINISTRATOR'S REPORT

Acceptance of 2014 Municipal Tax Lists and Certification of tax lists by the Commissioners of the Salem County Board of Taxation and the Administrator.

#### **UNFINISHED BUSINESS**

- Kathy has made request to all Municipal Assessors to provide us with the following information;
  - -Office Hours for 2014
  - -SR 3As, CNC1, Initial and Further Updates, PT-10s, and 2014 Tax Maps.
  - -E/A-4s Due February 1st 2014
- Kathy is also in the process of updating Collector office hours and contact info for all Municipalities in Salem County.

# **NEW BUSINESS/COMMISSIONER CONCERNS**

# **SR1A SUMMMARY REPORT REVIEW**

- SR1A Summary Report for December 2013 submitted to Div. of Taxation.
- Request to Marie Procacci for written explanation for Board review.
- Written response explaining reasons for failure to meet Board Policy Objectives provided by Municipal Assessor Marie Procacci for your consideration.

# **PUBLIC COMMENT**

#### **CLOSED SESSION**

For discussion of personnel issues.

Next Board Meeting will be Wednesday, February 5, 2014 at 8:30 a.m.